
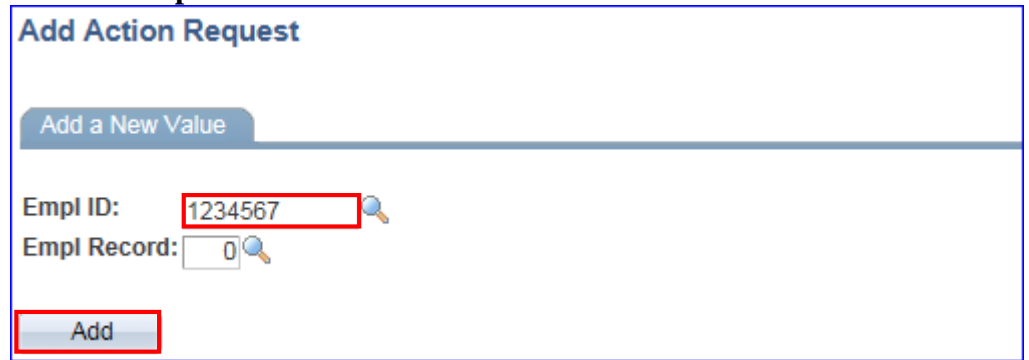


Processing Civilian Clothing Allowance

Introduction This guide provides the procedures for processing Civilian Clothing Allowance for Regular Officers.

Reference Pay Manual, COMDTINST M7220.29(series)

Procedures See below.

Step	Action
1	<p>From the Requests tab, select Civilian Clothing Allowance from the Payroll Requests pagelet.</p> 
2	<p>Enter the Empl ID and click the Add button.</p> 

Continued on next page

Processing Civilian Clothing Allowance, Continued



Procedures,
continued

Step	Action
3	<p>The Action Request page and instructions for completing the request will display.</p> <div> <p>Action Request</p> <p><u>Submit Civilian Clothing Allowance</u></p> <p><u>Bunny, Bugs</u></p> <p><u>Requesting a Civilian Clothing Allowance</u></p> <ol style="list-style-type: none"> 1. Choose a Type. The Type of allowance will determine the amount. 2. Choose an Eligibility Date. The allowance will be added during the pay period in which the Eligibility Date occurs. 3. Choose to Add or Collect the allowance. Collect is used to correct an account and can only be submitted by SPO and pay personnel. 4. Press the Get Details button to see the amount of the allowance and the pay period in which the allowance will be added. 5. Press Submit. <p>Request Details</p> <p>Type: <input type="text"/></p> <p>Eligibility Date: <input type="text" value="31"/></p> <p>Add or Collect: <input type="text"/></p> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p>Amount: <input type="text"/></p> <p>Pay Period: <input type="text"/></p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>
4	<p>Complete the Requests Details section as follows:</p> <div> <p>Request Details</p> <p>Type: <input type="text"/></p> <p>Eligibility Date: <input type="text" value="31"/></p> <p>Add or Collect: <input type="text"/></p> <p><input type="button" value="Get Details"/></p> </div> <ul style="list-style-type: none"> Click the Type drop-down and make a selection. <div> <p>Continuing (CCCA)</p> <p>Continuing (PCCA) - Partial</p> <p>Initial - ICCA (1-17 months)</p> <p>Initial - ICCA (18-29 months)</p> <p>Initial - ICCA (30+ months)</p> <p>TDY - TDYCCA (15-29 days)</p> <p>TDY - TDYCCA (30+ days)</p> </div> Enter the Eligibility Date Click the Add or Collect drop-down and select Add <div> <p>Add</p> <p>Collect</p> </div> Click the Get Details button

Continued on next page

Processing Civilian Clothing Allowance, Continued

Procedures,
continued

Step	Action
5	<p>The Request Information section will display:</p> <div data-bbox="355 526 1385 936"> <p>Request Details</p> <p>Type: Initial - ICCA (30+ months) ▼</p> <p>Eligibility Date: 01/01/2015 </p> <p>Add or Collect: Add ▼</p> <p>Get Details</p> <p>Request Information</p> <p>Amount: \$1677</p> <p>Pay Period: 201501 On-Cycle AD Mid Month</p> <p>Comment: <input type="text" value="Please Approve"/></p> <p>Submit Resubmit Withdraw</p> </div> <ul style="list-style-type: none"> • Amount – Total amount to be paid • Pay Period – Pay calendar payment will be made <p>Enter any Comments for the approving official then click the Submit button.</p>
6	<p>The Action Request is now Pending SPO auditor approval.</p> <div data-bbox="355 1126 1204 1444"> <p>Request Status: Pending View/Hide Comments</p> <p>1</p> <p>Pending</p> <p> Leon Schlesinger CGHRSUP for User's SPO</p> <p>Comments</p> <p>Bugs Bunny at 01/02/15 - 10:09 AM Please Approve</p> </div>